
The conduct of IB Diploma Programme examinations

May and November 2017

Version 3



**This information booklet must be distributed to all
invigilators of IB Diploma Programme examinations**

Contents

| | |
|--|---------|
| Introduction | Page 1 |
| Examination materials and calculators guidance | |
| 1 Examination material and stationery | Page 2 |
| 2 Calculators guidance | Page 9 |
| Examination preparation and delivery | |
| 3 The examination schedule | Page 12 |
| 4 Candidates authorized to take the examinations | Page 12 |
| 5 Inclusive assessment arrangements | Page 12 |
| 6 Unannounced examination inspections | Page 13 |
| 7 Preparation for invigilation | Page 13 |
| 8 Preparation of the examination room | Page 14 |
| 9 Conduct of the examinations | Page 14 |
| 10 Seating arrangements for candidates | Page 14 |
| 11 Before candidates arrive for an examination | Page 15 |
| 12 Arrival of the candidates | Page 15 |
| 13 Starting the examination | Page 17 |
| 14 During the examination | Page 18 |
| 15 Attendance | Page 18 |
| 16 Ending the examination | Page 19 |
| 17 Invigilator's instructions to candidates | Page 19 |
| 18 Emergency situations, candidate illness and examination interruptions | Page 23 |
| 19 After candidates have left the examination room | Page 27 |
| Post examination procedures | |
| 20 Mailing candidates' examination scripts | Page 28 |
| 21 Teachers' feedback on examination papers | Page 28 |
| Publications and contacts | Page 29 |

Introduction

It is essential that all invigilators of IB examinations receive a copy of this booklet on the conduct of the written examinations. In addition to providing each invigilator with a personal copy, coordinators must also place a copy of this booklet in the examination room.

Throughout this booklet various terms will be used. It is important that these terms are understood and used consistently. These are the main terms:



This icon indicates new or updated content (allowing coordinators/invigilators to identify changes from previous versions of this document).

Answer booklet

These are 4-page booklets for candidates to write responses in. A special version is available for languages that are written from right to left, such as Arabic, Hebrew, Urdu and Dhivehi.

Answer cover sheet

With the exception of the paper 1 multiple choice examinations for biology, chemistry, design technology, sports, exercise and health science and physics, for every examination a candidate will have a blue answer cover sheet provided by the IB. The appropriate cover sheet must be completed correctly and attached to the front of a candidate's script using a string tag.

Script

A script comprises the answer cover sheet, structured examination paper in which the candidate has written their answers, the answer booklet(s) and any graph paper used, as appropriate to the examination. Unstructured examination papers must **not** be attached to, or enclosed with, candidates' scripts.

Structured examination paper

This is the type of examination paper in which candidates write all of their answers (supplemented with an answer booklet when necessary). Also referred to as a "write-on" examination paper.

Semi-structured examination paper

This is the type of examination paper in which candidates write some of their answers (normally the answers to questions in section A), with the remainder of the answers written in one or more answer booklets (normally the answers to questions in section B).

Unstructured examination paper

This is the type of examination paper in which candidates do not write any answers. Answers are written in one or more answer booklets. The examination paper must **not** be sent with the script.

1 Examination materials and stationery



1.1 All examination materials must be stored in a secure storage area. This should either be a strong security cabinet or safe located in a locked room or office not accessible by students, or a dedicated secure storage room suitable for storing confidential material. Access to the secure storage area should be strictly limited; and people who are authorized to access the storage area should be fully accountable to the coordinator / head of school. Storage arrangements must ensure complete security of examination materials.



1.2 Coordinators must print the following items from IBIS and then produce copies in sufficient quantity for lessons and the examinations.

- Business management case study: HL/SL paper 1
- Business management formulae sheet: HL/SL paper 1 and paper 2 (published February 2014, updated November 2015, and copied from the subject guide)
- ITGS HL case study: HL paper 3
- Physics data booklet (revised edition published November 2016)
- Chemistry data booklet - Fourth edition (updated January 2017): HL/SL paper 2 and paper 3
- Computer science case study for use in 2017: HL paper 3
- Mathematical studies SL formula booklet - Edited in 2015 (version 2)
- Mathematics SL formula booklet - Edited in 2015 (version 2)
- Mathematics HL and further mathematics HL formula booklet - Edited in 2015 (version 2)

Booklets, case studies and all other materials used in examinations must be “clean” copies that have not been used in the classroom during lessons.

1.3 Ensure that sufficient clean copies of the prescribed work scores for music HL/SL paper 1 are available for the candidates’ examination. It is the responsibility of the coordinator to provide these scores, not the candidates.

1.4 Ensure that candidates know what they should bring to the examinations and any limitations, particularly restrictions on stationery and the types of calculator that can be used. Depending on the subject of the examination, candidates will need a pen with blue or black ink, a pencil (and sharpener if required), a ruler, an eraser and basic geometry instruments (for example, a protractor). A basic translating dictionary is permitted for groups 3 to 6 and classical languages examinations.



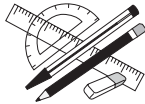




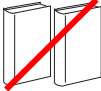
1.5 Candidates must be made fully aware of the regulations involving calculators and the implications of any infringement of these rules during the pre-examination period. In particular their attention must be drawn to the list of prohibited calculators and the requirements involving resetting memory and examination modes. On the day of the examination, the calculators being used must be checked and must be clearly visible on candidates’ desks. It must be clear to candidates before the start of an examination that requires the use of a calculator that they must ensure the regulations involving calculators are not infringed. It is recommended that invigilators are familiar with the calculator requirements.

1.6 No candidate is permitted to use a personal computer/laptop in an IB examination unless authorization has been given by the Assessment Division, IB Global Centre, Cardiff, in the case of a candidate requiring inclusive assessment arrangements.

1.7 IB stationery used in examinations, specifically the graph paper and answer booklets, must be kept just as secure as the examination papers themselves. IB stationery must not be used for any purpose (including “mock” or “trial” examinations) other than the actual IB examinations in May/November.

1.8 On structured examination papers, candidates must write their answers in boxes on the paper. If candidates are unable to complete their answer in the box provided, they should continue their answer on a supplementary answer booklet and indicate within the box that they have done this.

1.9 Permissions for general stationery items:

| ITEMS RECOMMENDED | | ITEMS NOT PERMITTED | |
|---|---|---|--|
|  | A pen with black or blue ink |  | Correction fluid/pens |
|  | General stationery (ruler, eraser, protractor) |  | Rough/scratch paper |
|  | Pencil with a soft lead (for dark lines) |  | A translating dictionary for groups 1 and 2 examinations (please note the exception for classical languages) |
|  | A translating dictionary for groups 3 to 6 and classical languages examinations |  | Notes, books, guides or reference material of any kind |

Stationery requirement breakdown by subject, level and component



1.10 The following tables suggest initial stationery requirements for each examination. However, please note candidates should be provided with as much stationery as they require, regardless of the format of the examination paper.

The tables show subjects listed alphabetically for ease of reference. Each row shows the examination requirements for the subject, level and paper in three columns – these are as follows:

Enclosed with examination paper mailing to schools: This column outlines the type of examination paper enclosed and any additional materials that may be enclosed with each paper (for example, source/text booklets, score booklets, MCQ answer sheets); please note that some additional materials may be included in separate bags to the exam papers (for example, Geography resource booklet required for the paper 2 examinations). These materials are mailed to schools in April (for May examinations) and October (for November examinations); this allocation is known as the 'examination paper' mailing.

Enclosed with examination stationery mailing to schools: This column outlines the typical allocation of answer booklets/graph paper for each candidate in the given examination. The answer booklets and graph paper are mailed out to schools in February (for May examinations) and August (for November examinations); this allocation is known as the 'examination stationery' mailing.

Additional requirements (provided by school or candidate as appropriate): This column outlines any further requirements that need to be provided for the given examination. This may include booklets that need to be printed from IB resources such as IBIS or the Online Curriculum Centre (for example, data/resource booklets or case studies) and items that are to be brought into the examinations (for example, calculators).

| Subject | Level | Component | Enclosed with examination paper mailing to school | Enclosed with examination stationery mailing to school | | Additional requirements (provided by school / candidate as appropriate) |
|---------------------|-------|---------------|---|--|--|--|
| | | | | 4-page answer booklets | Graph paper | |
| Biology | HL/SL | Paper 1 | <ul style="list-style-type: none"> • MCQ examination paper • Personalised MCQ answer sheets | | | |
| Biology | HL/SL | Paper 2 and 3 | <ul style="list-style-type: none"> • Structured examination paper | | <ul style="list-style-type: none"> • Calculator | |
| Business management | HL | Paper 1 | <ul style="list-style-type: none"> • Unstructured examination paper | 3 | ★ | <ul style="list-style-type: none"> • Calculator • Case study • Formulae Sheet |
| Business management | HL | Paper 2 | <ul style="list-style-type: none"> • Unstructured examination paper | 3 | ★ | <ul style="list-style-type: none"> • Calculator • Formulae Sheet |
| Business management | SL | Paper 1 | <ul style="list-style-type: none"> • Unstructured examination paper | 2 | ★ | <ul style="list-style-type: none"> • Calculator • Case study • Formulae Sheet |
| Business management | SL | Paper 2 | <ul style="list-style-type: none"> • Unstructured examination paper | 2 | ★ | <ul style="list-style-type: none"> • Calculator • Formulae Sheet |
| Chemistry | HL/SL | Paper 1 | <ul style="list-style-type: none"> • MCQ examination paper • Personalised MCQ answer sheets | | | |
| Chemistry | HL/SL | Paper 2 and 3 | <ul style="list-style-type: none"> • Structured examination paper | | | <ul style="list-style-type: none"> • Calculator • Data booklet |
| Classical languages | HL/SL | Paper 1 | <ul style="list-style-type: none"> • Structured examination paper | | | <ul style="list-style-type: none"> • Latin / Classical Greek dictionary ★ |
| Classical languages | HL/SL | Paper 2 | <ul style="list-style-type: none"> • Unstructured examination paper | 3 | | |
| Computer science | HL/SL | Paper 1 and 2 | <ul style="list-style-type: none"> • Unstructured examination paper | 3 | | <ul style="list-style-type: none"> • Approved notation for developing pseudocode |
| Computer science | HL | Paper 3 | <ul style="list-style-type: none"> • Unstructured examination paper | 3 | | <ul style="list-style-type: none"> • Case study |
| Design technology | HL/SL | Paper 1 | <ul style="list-style-type: none"> • MCQ examination paper • Personalised MCQ answer sheets | | | |

★ Indicates that a small proportion of candidates may require this material.

| Subject | Level | Component | Enclosed with examination paper mailing to school | Enclosed with examination stationery mailing to school | | Additional requirements (provided by school / candidate as appropriate) |
|-------------------------------------|-------|---------------|--|--|-------------|---|
| | | | | 4-page answer booklets | Graph paper | |
| Design technology | HL/SL | Paper 2 and 3 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Calculator |
| Economics | HL/SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Economics | HL | Paper 3 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Calculator |
| Environmental systems and societies | SL | Paper 1 | <ul style="list-style-type: none"> Structured examination paper Resource booklet | | | <ul style="list-style-type: none"> Calculator |
| Environmental systems and societies | SL | Paper 2 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Calculator |
| Further mathematics | HL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | 1 | <ul style="list-style-type: none"> Mathematics HL and Further Mathematics HL formula booklet Graphic display calculator |
| Geography | HL/SL | Paper 1 | <ul style="list-style-type: none"> Structured examination paper | | | |
| Geography | HL/SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper Resource booklet | 2 | | |
| Geography | HL | Paper 3 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Global Politics | HL/SL | Paper 1 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Global Politics | HL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| Global Politics | SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| History | HL/SL | Paper 1 | <ul style="list-style-type: none"> Unstructured examination paper Source booklet | 3 | | |
| History | HL/SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| History | HL | Paper 3 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| ITGS | HL/SL | Paper 1 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| ITGS | HL/SL | Paper 2 | <ul style="list-style-type: none"> Structured examination paper Article | | | |

| Subject | Level | Component | Enclosed with examination paper mailing to school | Enclosed with examination stationery mailing to school | | Additional requirements (provided by school / candidate as appropriate) |
|----------------------------|-------|---------------|--|--|-------------|---|
| | | | | 4-page answer booklets | Graph paper | |
| ITGS | HL | Paper 3 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Case study |
| Language A ♦ Ⓒ | HL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| Language A ♦ Ⓒ | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| Language ab initio | SL | Paper 1 | <ul style="list-style-type: none"> Structured examination paper Text booklet | | | |
| Language ab initio | SL | Paper 2 | <ul style="list-style-type: none"> Structured examination paper | | | |
| Language B | HL/SL | Paper 1 | <ul style="list-style-type: none"> Structured examination paper Text booklet | | | |
| Language B Ⓒ | HL/SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Literature and performance | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| Mathematical studies | SL | Paper 1 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Mathematical studies SL formula booklet Graphic Display Calculator |
| Mathematical studies | SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | 1 | <ul style="list-style-type: none"> Mathematical studies SL formula booklet Graphic Display Calculator |
| Mathematics | HL | Paper 1 | <ul style="list-style-type: none"> Semi-structured examination paper | 2 | | <ul style="list-style-type: none"> Mathematics HL and Further Mathematics HL formula booklet |
| Mathematics | HL | Paper 2 | <ul style="list-style-type: none"> Semi-structured examination paper | 2 | | <ul style="list-style-type: none"> Mathematics HL and Further Mathematics HL formula booklet Graphic display calculator |
| Mathematics | HL | Paper 3 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | <ul style="list-style-type: none"> Mathematics HL and Further Mathematics HL formula booklet Graphic display calculator |
| Mathematics | SL | Paper 1 | <ul style="list-style-type: none"> Semi-structured examination paper | 2 | | <ul style="list-style-type: none"> Mathematics SL formula booklet |

♦ Language A refers to both 'literature' and 'language and literature' subjects.

Ⓒ Please note that squared paper is provided for candidates completing examinations in Chinese and Japanese languages.

| Subject | Level | Component | Enclosed with examination paper mailing to school | Enclosed with examination stationery mailing to school | | Additional requirements (provided by school / candidate as appropriate) |
|------------------------------------|-------|------------------|---|--|-------------|---|
| | | | | 4-page answer booklets | Graph paper | |
| Mathematics | SL | Paper 2 | <ul style="list-style-type: none"> Semi-structured examination paper | 2 | | <ul style="list-style-type: none"> Mathematics SL formula booklet Graphic display calculator |
| Music | HL/SL | Paper 1 | <ul style="list-style-type: none"> Unstructured examination paper Score booklet Examination CD | 3 | | <ul style="list-style-type: none"> Manuscript paper Clean score of prescribed work CD playing device (i.e. personal CD player) |
| Philosophy | HL | Paper 1, 2 and 3 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| Philosophy | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Physics | HL/SL | Paper 1 | <ul style="list-style-type: none"> MCQ examination paper Personalised MCQ answer sheets | | | <ul style="list-style-type: none"> Data booklet |
| Physics | HL/SL | Paper 2 and 3 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Calculator Data booklet |
| Psychology | HL | Paper 1, 2 and 3 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| Psychology | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Social and cultural anthropology | HL | Paper 1, 2 and 3 | <ul style="list-style-type: none"> Unstructured examination paper | 3 | | |
| Social and cultural anthropology | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Sports exercise and health science | SL | Paper 1 | <ul style="list-style-type: none"> MCQ examination paper Personalised MCQ answer sheets | | | |
| Sports exercise and health science | SL | Paper 2 and 3 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Calculator |
| World Religions | SL | Paper 1 | <ul style="list-style-type: none"> Structured examination paper | | | |
| World Religions | SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |

| Subject | Level | Component | Enclosed with examination paper mailing to school | Enclosed with examination stationery mailing to school | | Additional requirements (provided by school / candidate as appropriate) |
|---------------------------------------|-------|---------------|--|--|-------------|--|
| | | | | 4-page answer booklet | Graph paper | |
| School Based Syllabus subjects | | | | | | |
| Art History | SL | Paper 1 | <ul style="list-style-type: none"> Unstructured examination paper Resource booklet | 2 | | |
| Art History | SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Astronomy | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Structured examination paper | | | <ul style="list-style-type: none"> Calculator Data booklet |
| Brazilian social studies | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Chile and the Pacific Basin | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Classical Greek and Roman studies | SL | Paper 1 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Classical Greek and Roman studies | SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Marine science | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Structured examination paper | | ★ | <ul style="list-style-type: none"> Calculator |
| Political thought | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| Turkey in the 20th century | SL | Paper 1 | <ul style="list-style-type: none"> Unstructured examination paper Source booklet | 2 | | |
| Turkey in the 20th century | SL | Paper 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |
| World art and cultures | SL | Paper 1 and 2 | <ul style="list-style-type: none"> Unstructured examination paper | 2 | | |

★ Indicates that a small proportion of candidates are likely to require this material

2 Calculators guidance

Introduction

A graphic display calculator (GDC) is capable of displaying tabular, matrix, list, geometrical and graphical representations, in addition to having functions found on scientific calculators. GDCs can run programs and flash ROM applications (apps).

Not all programs or apps are suitable for use in examinations. Not all GDCs are suitable for use in examinations that require GDCs. The document *Use of calculators in examinations 2017* may be found on the Online Curriculum Centre (OCC) in the calculator forum, on the home pages of subjects that require calculators, and on IBIS. This document contains information on recommended and prohibited GDCs along with required examination settings and approved apps. It is essential that invigilators have a copy of this document.

It is strongly recommended that candidates have access throughout the subject course(s) to a single GDC from the list of recommended models.

Groups and subjects

Calculators of the types indicated as suitable are allowed only in the subjects listed in the table below.

| Subjects | Calculators |
|---|--|
| Business management Environmental systems and societies | A four-function calculator, scientific calculator or GDC is required for all examinations. |
| Economics HL Paper 3 | While all questions requiring a calculator can be answered fully using a four function (plus, minus, multiply, divide) calculator, GDCs are allowed during the examination. The graphing functions on these calculators may assist students and it is therefore recommended that all students are familiar with the use of GDCs. |
| Biology Chemistry Design technology Physics Sports, exercise and health science | Calculators are not allowed for paper 1. On paper 2 and paper 3, a calculator with the following minimum functionalities is required (a GDC is recommended): <ul style="list-style-type: none"> • decimal logarithms • values of x^y and $x^{1/y}$ • value of π (pi) • trigonometric functions • inverse trigonometric functions • natural logarithms • values of e^x • scientific notation |

| Subjects | Calculators |
|---|---|
| Mathematical studies SL Further mathematics HL | <p>A GDC with the following minimum functionalities is required for all papers:</p> <ul style="list-style-type: none"> • draw graphs with any viewing window • solve equations numerically • find a numerical derivative at a point • find a numerical definite integral • financial package • add and multiply and find inverse matrices (further mathematics HL only) • find statistical values including: <ul style="list-style-type: none"> - normal distribution - binomial distribution - Poisson distribution - t-distribution - binomial coefficient $\binom{n}{r}$, nPr - 1 and 2 var stats - chi squared values (including p values) <p>Examiners will set questions assuming that all candidates have a GDC with the minimum functionalities listed here. Candidates using only four-function or scientific calculators, or using a less able GDC, will be at a disadvantage.</p> |
| Mathematics SL Mathematics HL | <p>Calculators are not allowed for paper 1.</p> <p>A GDC with the following minimum functionalities is required for all other papers:</p> <ul style="list-style-type: none"> • draw graphs with any viewing window • solve equations numerically • find a numerical derivative at a point • find a numerical definite integral • financial package • find statistical values including: <ul style="list-style-type: none"> - normal distribution - binomial distribution - Poisson distribution - t-distribution - binomial coefficient $\binom{n}{r}$, nPr - 1 and 2 var stats - chi squared values (including p values) <p>Examiners will set questions assuming that all candidates have a GDC with the minimum functionalities listed here. Candidates using only four-function or scientific calculators, or using a less able GDC, will be at a disadvantage.</p> |

Statistical tables have not been allowed in DP group 5 mathematics examinations since May 2014. Candidates must have access to calculators which are able to find relevant statistical values. Different courses have different requirements, but the minimum requirements listed above are for all the mathematics courses. Some of these may not be relevant to every course.

General restrictions applying to all calculators used in examinations

Restrictions in the use of certain technology are in place to discourage malpractice and maintain fair and reasonable access to technology that is generally required in the good practice of teaching and assessment.

- Telephones, pagers, calculator-watches, personal computers (PCs) and personal data assistants (PDAs) are not allowed in any subject examinations.
- Only the manufacturer's operating system may be used.
- Computer Algebra Systems Enabled (symbolic manipulation, whether inbuilt or programmed) calculators are not allowed in any subject examinations.
- Calculators with wireless/infrared communication are not allowed in any subject examinations.
- Examination questions must not be stored in or recorded into the memory of a calculator.
- Peripheral hardware must not be taken into the examination room (for example, keyboards, link cables etc).
- Calculators must not be shared or exchanged during examinations.
- Calculator manuals must not be taken into the examination room.
- More than one calculator per candidate may be brought into the examinations room. However, a spare set of batteries is a preferable alternative to several calculators.

Responsibilities

Coordinator

The coordinator must ensure that these requirements are understood and are being followed by all candidates, teachers and invigilators. Schools are responsible for monitoring the use of calculators by candidates on a continuous basis. If a coordinator finds that a candidate has used inappropriate material or technology, the matter should be reported in the same way as any other breach of examination regulations. The coordinator should expect to show visiting representatives of the IB global centre that this checking procedure is being followed.

Teachers and candidates

Teachers of all Diploma Programme subjects that permit or require the use of calculators in examinations should discuss the requirements with their candidates. Candidates should be aware of both the requirements and restrictions of use. The potential consequences of breaches of these requirements by candidates would be similar to consequences of any other breaches of examination regulations.

Teachers are responsible for monitoring the use of calculators by candidates on a continuous basis by informal conversation and by spot-checking calculators. Methods of monitoring individual calculators include manually checking, transferring memory to a PC, or using tools provided by the calculator manufacturer, such as Test Guard®.

3 The examination schedule

3.1 The Diploma Programme schedule of examinations must be strictly observed. Each examination must be taken during the morning or afternoon as scheduled by the IB, unless the Assessment Division, IB Global Centre, Cardiff, authorizes a rescheduling. Coordinators may vary the starting times of the morning and afternoon sessions at their discretion. However, morning examinations must start after 0700 hours and finish before 1300 hours local time, and afternoon examinations must start after 1200 hours (noon) and finish by 1800 hours local time.



3.2 The IB designates the date on which the written examinations must be taken for school-based syllabus subjects (SBS). The dates of the examinations for 2017 are **Thursday 27 April** for paper 1 and **Friday 28 April** for paper 2 for the May session and **Friday 27 October** for paper 1 and **Monday 30 October** for paper 2 for the November session. An exception is made where only one school is offering an SBS. In these circumstances the examination(s) must be scheduled during the period **15 April to 19 May/15 October to 17 November**.

3.3 At the discretion of the coordinator, candidates are permitted a short break between examination papers, including examinations for the same subject and level. Candidates may leave the examination room, consult notes and engage freely in discussion. This does not pose a threat to the security of any examination paper.

3.4 In circumstances of an extreme nature that threaten the safety of candidates and/or teachers (for example, civil unrest, natural disaster) where rescheduling is necessary, the coordinator should contact IB Answers for advice. If for any reason IB Answers cannot be contacted the examination must be rescheduled to the next earliest possible date. Immediately after the examination a full report must be sent to the Assessment Division using the email link *Adverse circumstances* under **Contact us** on IBIS. The final award committee will determine whether grades will be issued to the candidates in the subject(s) and level(s) concerned.

4 Candidates authorized to take the examinations

4.1 Each candidate must be in good standing at the school at the time of the examinations. Candidates who are registered for an examination session, but are subsequently expelled or suspended from school, normally forfeit their right to be examined by the IB in the school at which they have registered.

4.2 Each candidate must take their examinations at the school where they are registered, unless the IB has authorized an alternative venue. Also, each candidate must have attended an IB World School that offers the Diploma Programme and have followed courses in subjects of the IB Diploma Programme.

5 Inclusive assessment arrangements

5.1 The IB believes that all candidates should be allowed to demonstrate their ability under assessment conditions that are as fair as possible. Where standard assessment conditions could put a candidate with learning support requirements at a disadvantage by preventing the candidate from demonstrating his/her level of attainment, inclusive assessment arrangements may be authorized. This policy applies to candidates affected by a temporary, long-term or permanent disability or medical condition, including candidates with a learning difficulty. For further details about the IB's policy on inclusive assessment arrangements, refer to the publication *Candidates with assessment access requirements*. For details about the procedure for requesting access arrangements, refer to the *Handbook of procedures for the Diploma Programme*.

5.2 Inclusive assessment arrangements must not be made for a candidate without authorization from the Assessment Division, IB Global Centre, Cardiff. However, there are some arrangements that do not require authorization; these are described in the handbook.

6 Unannounced examination inspections

6.1 The IB reserves the right to inspect a school's examination arrangements at any time during the examination session. Regional directors will arrange for representatives to visit a selection of schools during the written examinations. The inspections will have particular emphasis on ensuring that all requirements in this document are adhered to. Heads of school, coordinators, teachers and other school representatives are expected to cooperate fully with an inspector by allowing the inspector access to any Diploma Programme examination, to storage facilities for examination papers and material, and by answering all questions about examination arrangements.

6.2 The IB reserves the right, if not satisfied that an examination has been conducted in accordance with the regulations, and according to the seriousness of the violation, to declare the examination(s) null and void, to disqualify any or all of the candidates involved, and to cancel the participation of the school.

7 Preparation for invigilation

7.1 The term "invigilator" is used to indicate the person responsible for supervising an examination. In this context, the term invigilator is synonymous with proctor and supervisor.

7.2 There must be enough invigilators to ensure the adequate supervision of all examinations. The IB does not impose an exact ratio of invigilators to candidates, but as a guideline there should be a minimum of one invigilator for every 25 candidates. Invigilators may be changed during an examination, provided there is continuity and a sufficient number of invigilators at all times.

7.3 An invigilator will normally be a member of the school's teaching faculty (staff) for the Diploma Programme. However, it is acceptable to recruit responsible adults who are not teachers, provided that they are appropriately trained in the process. Regardless of who is assigned the task of invigilating examinations, the school has responsibility for the training and conduct of all invigilators.

7.4 An invigilation schedule must be devised showing when and where each invigilator will be supervising examinations. The duties of the invigilator may include the distribution and collection of examination material, so time must be allowed for this in the schedule. Also allow for the five minutes' reading time before the start of each examination (except multiple choice examination papers).

7.5 Teachers of the subject of the examination must not invigilate. An exception is made for a coordinator who is also a subject teacher. However, in this case a second teacher must also act as an invigilator. The purpose of this restriction is to help ensure that no questions arise regarding the integrity of the examination.

7.6 Coordinators must ensure that invigilators do not supervise examinations for long periods without being replaced or given a break.

7.7 At least two weeks before the start of the written examinations make available to each invigilator a copy of the examination schedule and the invigilation schedule. It is the responsibility of the coordinator to ensure that all invigilators understand their responsibilities and know how IB examinations are conducted and supervised.

7.8 All invigilators who are present for an examination that permits a candidate to use a calculator must be familiar with the *calculators* section of this booklet (section 2: *Calculators guidance*). Furthermore, such invigilators must understand how to check that candidates are not infringing the rules governing use of calculators.

8 Preparation of the examination room

8.1 Make sure that invigilators can contact someone outside the examination room in an emergency. If only one invigilator is present, he or she must be able to summon assistance without leaving the examination room. (A mobile/cell phone may be used for this purpose, but otherwise kept switched off during the examination.) Candidates may need to leave the room temporarily, so both male and female teachers must be available.

8.2 For all examinations place a large clock in the room that all candidates can see and a board or flip chart showing the start and finish times. Display in or outside the examination room a copy of the poster *Conduct of the examinations: Notice to candidates* and the poster *Conduct of the examinations: Items not permitted*. Display outside the examination room a notice that reads:

| |
|--|
| <p style="text-align: center;">EXAMINATION IN PROGRESS</p> <p style="text-align: center;">SILENCE PLEASE</p> |
|--|

8.3 This booklet must be available to the invigilators in the examination room.

8.4 Remove from the walls, notice boards and bookcases any information, such as posters, periodic tables, pictures, teaching aids and maps, which may be helpful to candidates during any examination. Particular care must be taken if an examination is being held in a library or similarly resourced room.

9 Conduct of the examinations

9.1 The school is responsible for providing a room that is suitable for the examinations and for informing each candidate of where the examinations will be held. Access to the examination room must be restricted to persons who are directly connected with the conduct of the examinations. No person is permitted to take any confidential examination material, such as a copy of an examination paper, from the room while an examination is in progress.

9.2 IB examinations must be conducted according to the instructions given here. If candidates are present in the room for examinations other than IB examinations, all instructions concerning the conduct of IB examinations must still be observed without interference of any kind.

9.3 The document *Conduct of the examinations: Notice to candidates* must be read by all candidates and, if necessary, explained to them. Each candidate must be provided with his or her own copy, which can be downloaded from IBIS.

9.4 At least one week before the start of the written examinations, copies of the posters *Conduct of the examinations: Notice to candidates* and *Conduct of the examinations: items not permitted*, must be displayed at a suitable location within the school. Preferably, this should be outside or close to the room where the examinations will be held, but this is at the discretion of the coordinator. These posters are sent to schools with the consignment of examination stationery.

10 Seating arrangements for candidates

10.1 It is not a requirement of the IB to place a card with the candidate's session number on each desk or table. However, candidates must know their session number.

10.2 A record of where each candidate sat in the examination room must be kept for each examination. The seating plan must indicate the direction in which the candidates were facing during the examination. In cases of alleged academic misconduct the Assessment Division, IB Global Centre, Cardiff, will request a copy of the seating plan.

Retain the seating plans until after the issue of results. Do not send your seating plans to the Assessment Division (or the scanning centre) unless you are requested to do so.

10.3 Candidates themselves (rather than their desks) must be seated a minimum of 1.5 metres apart and must not be able to overlook the work of other candidates (for example, when seated in an auditorium) or to exchange information. If possible, arrange the seating so that candidates have individual desks or tables. Whether or not candidates have individual desks or tables, each candidate must have sufficient space to accommodate the authorized material, such as data booklets and maps, required for the examination. Do not arrange seats around a table or facing one another; candidates must be facing the same direction.

10.4 Candidates are not required to sit in the same place in all examinations. In fact, the security of the examinations can be improved by assigning candidates to a different place for each examination.

11 Before candidates arrive for an examination

11.1 It is expected that the coordinator will normally start and end each examination, although the coordinator may not be present for the full duration of every examination. If another person is starting an examination the coordinator must provide that person with the examination papers and materials required.

11.2 The coordinator must arrive at the examination room well before the scheduled start time to ensure that the room is correctly arranged.

11.3 The coordinator must ensure that during the examination candidates will not be distracted (for example, by noise outside the examination room, or by teachers or other persons seeking access to the room). Disruptive events, such as fire drills or building maintenance, must be scheduled for another time.

11.4 Examination stationery may be placed on desks/tables before the arrival of the candidates. Alternatively, the stationery may be given out once candidates are seated in the examination room.

12 Arrival of the candidates

12.1 Before the candidates enter the examination room, they should be informed that only authorized materials required for the examination may be taken to their desk/table. All personal belongings, including any device for communication, must be left outside or placed at the back of the room. If belongings are placed at the back of the examination room, ensure that any mobile/cell phones are switched off. Also inform the candidates that once they have entered the examination room they are subject to the IB's regulations governing the conduct of examinations.

12.2 Admit candidates to the examination room at least ten minutes before the examination is due to begin. They must enter the room in a quiet and orderly manner.

12.3 Once the candidates have entered the examination room the examination is in progress until all scripts and other examination materials have been collected.

12.4 The coordinator must decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator and remain seated until permission is given to leave the examination room.

12.5 Check the identity of each candidate against the answer cover sheets/multiple choice (MCQ) answer sheets or a checklist of candidates printed from IBIS. It is essential that the identity of each candidate can be confirmed. Retake candidates who do not normally attend the school must be asked to produce proof of their identity if the coordinator/invigilator is not certain of their identity.

12.6 Candidates who have not been registered for the subject/level of an examination must not be allowed to take the examination unless authorization has been received from the Assessment Division, IB Global Centre, Cardiff. If authorization has been received, use one of the generic cover sheets available on

IBIS. Details on the front of the generic cover sheet must be completed.

12.7 It is preferable that candidates do not take to their desk/table any form of container (for example, a pencil case) in which to hold their stationery. However, if the coordinator allows this, containers must be either transparent or checked by the coordinator/invigilator to ensure that they do not contain unauthorized material.

12.8 Candidates may take to their desk/table the following items only:

- general stationery (for example, pens, pencils, an eraser, geometry instruments and a ruler)
- a translating dictionary for groups 3 to 6 and classical languages examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
- other materials specified by the IB as required for a particular examination (for example, an electronic calculator).

12.9 The use of pencil is permitted for drawing graphs or diagrams. If possible, candidates should be encouraged to use a pencil with a soft lead that produces dark lines, rather than a pencil that tends to result in thin grey lines. This will aid the electronic scanning of candidates' scripts. Coloured pencils are only permitted for examinations in geography.

12.10 Candidates are not permitted to use correcting fluid/pens. A candidate must neatly cross out any mistakes (except when there is a mistake in a question number box - in this instance, the relevant box must be completely filled in and the next one used). Gel pens/highlighting pens can only be used to highlight questions or other information on an examination paper; they must not be used in conjunction with a candidate's answer to any question. (This is because candidate's scripts are scanned and the images made available to examiners electronically – gel pens/highlighting pens are not amenable to this process.)

12.11 Candidates must write their answers in either blue or black ink (except for multiple choice examination papers, when pencil is used), and use soft pencil for graphs and diagrams. The use of colour is only permitted in Geography examinations.

12.12 Candidates must not share stationery, dictionaries, calculators or other material during an examination.

12.13 If unauthorized material is found in a candidate's possession, they are likely to be held in breach of regulations, regardless of whether they intended to use the material during the examination. Therefore, it is important to provide candidates with the opportunity to declare the possession of unauthorized material before the start of the examination.

12.14 Personal belongings not required for the examination must be removed from candidates. However, articles that a candidate may consider a "lucky charm" or similar may be placed on a candidate's desk/table at the discretion of the coordinator. The article must be thoroughly inspected to ensure that it does not provide unauthorized material.

12.15 The coordinator/invigilator must be particularly vigilant for any unauthorized electronic devices. Candidates are not permitted to bring such devices (for example, a mobile/cell phone, a personal stereo/radio, a computer/tablet, an electronic watch/smart watch or calculator that allows communication) to their desk/table and must be instructed to switch off a watch alarm if set to go off during the examination. A personal clock, other than a wristwatch, is not permitted. Candidates are not permitted to use a mobile/cell phone as a calculator regardless of the applications on the device.

12.16 Drinking water is permitted at the discretion of the coordinator. Food, refreshments, and drinks other than water are only permitted for those candidates with a medical condition, such as diabetes.

12.17 If authorized by the coordinator prior to the examination, a candidate with a diagnosed illness may take necessary medication during the examination. If the nature of that medication may distract other

candidates taking the examination, the candidate concerned should take his or her examination in a separate room. This can be arranged at the discretion of the coordinator.

13 Starting the examination

13.1 Inform the candidates that they must remain silent until they have left the examination room.

13.2 Ensure that all candidates have the correct cover sheet and sufficient stationery, such as answer booklets (if required), pencils and graph paper. Candidates must **not** be given rough/scratch paper on which to write a draft for an answer, any working out or plan for an answer. For unstructured examination papers such work must be written in the answer booklet(s). For structured/semi-structured examination papers the working out or plan can be written on the examination paper, supplemented with an answer booklet if necessary. If a candidate does not want this draft work to be marked, a line must be drawn through that work. In both scenarios the candidate's draft work etc. must be submitted and not retained either by the school or by the candidate.

13.3 Open the sealed packet(s) containing the examination papers in the presence of the candidates. Distribute the examination papers and any additional material issued for a particular paper. Place the examination papers on the desks/tables with the front cover uppermost so that candidates cannot read the questions. Care must be taken to ensure that each candidate receives the correct examination paper.

13.4 If the wrong packet of examination papers is opened by mistake, seal the packet and report the incident to the head of school and IB Answers immediately after the examination. If the wrong examination papers are distributed, collect the papers, seal them in the packet and, immediately after the examination, send a written report on the incident to IB Answers and inform the head of school.

13.5 Section 17 provides the actual instructions that must be given verbally to candidates during the examination. (The coordinator/invigilator for each examination must already be familiar with the text.)

13.6 Inform candidates that their handwriting must be legible. Poor handwriting will not be penalized, but if an examiner cannot read a script, then he or she cannot mark it.

13.7 Write the start and finish times of each examination paper on a board or flip chart in view of all candidates.

13.8 Provide the candidates with details of any error (*erratum*) notices provided with the examination papers. Where appropriate, details of a correction should be written on a board or flip chart so that candidates can refer to it during the examination. Candidates are permitted to write the information on their examination paper. No other correction or change may be announced or made to an examination paper without authorization from the Assessment Division, IB Global Centre, Cardiff.

13.9 Allow the candidates five minutes' reading time at the start of each examination (except for multiple choice examination papers). These five minutes are not counted as part of the time allowed for the examination, which is stated on the front cover of the examination paper. Candidates must not use calculators during the reading time, write notes, refer to dictionaries, highlight questions or write draft answers to questions. For a music examination, these five minutes can include listening to the music tracks for section B of the examination paper.

13.10 On (structured and semi-structured) examination papers where candidates write their answers in designated boxes, if a candidate is unable to complete their answer in the box provided, he/she must continue their answer in an answer booklet. The candidate must indicate they have done this by writing a note in the answer box. The number of the question that is being answered must be shown in the answer booklet. This is to facilitate e-marking.

14 During the examination

14.1 Each invigilator must give his or her whole attention to the supervision of the examination. It is not permitted for an invigilator to engage in an activity (for example, reading or marking candidates' work) other than supervising the examination. Any conversation between invigilators must be brief, quiet and confined to discussing matters relating to the examination in progress.

14.2 At least one invigilator must walk around the room at regular intervals, without disturbing the candidates, to ensure that no candidate is engaging in any form of academic misconduct. Invigilators must not remain in one place for a long period, but when moving about the examination room they must avoid distracting the candidates.

14.3 It is suggested that one invigilator be seated at the back of the room so that candidates cannot determine which part of the room that invigilator is observing.

14.4 During the examination the invigilator must keep an accurate record of any events. The following are examples of the type of events that must be recorded:

- If a candidate is allowed a temporary absence (for example, requires the bathroom or because of illness), the session number or name of that candidate must be recorded, as well as the time when he or she left and returned to the room.
- If a candidate feels ill, but continues with the examination, record the name of the candidate and the time when the illness appeared to begin.
- If a candidate is cautioned for misconduct, record the name of the candidate and the nature of the misdemeanour.

14.5 Do not leave candidates unsupervised at any time. If an invigilator must leave the examination room, another invigilator must remain to supervise the candidates.

14.6 Other than candidates for the examination, only the head of school, coordinator, invigilators and authorized IB inspectors are allowed into the examination room. No other person should be given access, except in an emergency or with authorization from the Assessment Division, IB Global Centre, Cardiff

15 Attendance

Completing the remaining answer cover sheets

15.1 Sixty minutes after the start of the examination, the absence of any candidate must be indicated on their answer cover sheet. On the cover sheet there is a box next to the heading "Invigilator only: Candidate absent" for this purpose. If a candidate is absent write a cross in this box (There is no requirement to indicate this same information on IBIS about candidates who were absent from a written examination.) If a candidate is absent who would have received a generic cover sheet, complete the cover sheet on his or her behalf and write a cross in the box. If there are adverse circumstances to justify the absence of the candidate, submit a completed form *Candidate(s) affected by adverse circumstances* to the Assessment Division, IB Global Centre, Cardiff, without delay.

Temporary absence

15.2 In cases of emergency (for example, a candidate requires the bathroom, a candidate feels ill) a candidate may be allowed to leave the examination room and return. In cases of illness only, at the discretion of the coordinator, the candidate may be allowed the full time for the examination.

15.3 A candidate must be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.

15.4 During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

Early departures

15.5 Candidates must not be allowed to leave the examination room during the first hour or during the last 15 minutes of an examination (subject to 15.6 below). Consequently, candidates must not be allowed to leave the examination room if the duration of the examination is one hour and 15 minutes or less. This ruling is intended to prevent any disruption during the close of an examination, so that candidates are not moving around the room while scripts, examination papers and other material are being collected and accounted for.

15.6 On the occasions when two or more examinations are scheduled for the same time of day, but end at different times, the coordinator may determine whether candidates are permitted to leave the examination room before the last 15 minutes of an examination. If candidates are permitted to leave, they must do so without disturbing those candidates who are continuing their examination.

15.7 If a candidate leaves the examination before the scheduled finishing time, the candidate must not be allowed to return.

16 Ending the examination

16.1 It is the responsibility of the candidate to ensure that the cover sheet for each examination is correctly completed before leaving the examination room. Candidates must attach material using a string tag in the correct sequence, with the answer cover sheet at the front, followed by the structured examination paper if one has been used for the examination (they must **not** attach an unstructured examination paper), then their answer booklet(s) and finally any graph paper that has been used.

16.2 Candidates must place their examination material on their table or desk so that it can be easily collected from them. **Before the candidates leave their desk/table, collect all examination papers, cover sheets with answer booklets and graph paper attached, multiple choice answer sheets and all unused material.**

16.3 If a candidate attempts an examination paper, their script, no matter how limited in content, must be sent for marking. If no script is received for a candidate, the candidate will not be eligible for a grade in the subject concerned.

16.4 Candidates must leave the examination room in a quiet and orderly manner, taking only their personal belongings with them. Candidates must not take any examination paper, data booklets, answer booklets or graph paper out of the room.

17 Invigilator's instructions to candidates

Unstructured examination papers that require candidates to write their responses in one or more answer booklets

Starting the examination

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your cover sheet. Please tell me if any of the details are not correct for this examination. (Allow time for the candidates to do this.)

Use blue or black ink for all written text. Pencil may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Does anyone have an examination paper that is incomplete?

Read all instructions very carefully. Do not answer more questions than required.

Write as clearly as possible using both sides of each page in your answer booklet. If you require another booklet, please ask for one.

Write your session number and name on the front page of your answer booklet in the boxes provided. Do this carefully please.

If you use graph paper for all or part of a question, please write 'see graph paper' alongside the question number in the answer booklet.

Write the number of each question you answer in the appropriate boxes provided. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write, (refer to a dictionary), highlight questions (or use a calculator). You may now open your examination paper. Your reading time starts now."

(Allow five minutes' reading time.)

"Your reading time is over. You have (state time allowed) for this examination paper. You may start to write.

The time is (give the precise start time)."

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes.

"The time remaining is five minutes. Please ensure you draw a line through any work that you do not wish to be marked ; if this applies to a whole question, remember to fill in the relevant question number box as well."

Ending the examination

"The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in the answer booklet(s) (and graph paper).

Make sure that both your session number and name is written on the front page of each answer booklet (and graph paper).

Complete all details on your cover sheet if you have not already done so.

Make sure that your cover sheet is fastened to your answer booklet(s) (and graph paper) using a string tag.

Place the examination paper and script separately on your desk/table ready for collection."

Structured/semi-structured examination papers in which candidates write all or some of their answers (supplemented with answer booklets and/or graph paper)

Starting the examination

“Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your cover sheet. Please tell me if any of the details are not correct for this examination. (Allow time for the candidates to do this.)

Use blue or black ink for all written text. Pencil may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Does anyone have an examination paper that is incomplete?

Read all instructions very carefully. Do not answer more questions than are required.

(Structured examination papers) Write your answers in the appropriate spaces on the examination paper. Answer booklets are available if you require more space than is available in the examination paper. If you use an answer booklet, remember to write your session number and name on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.

(Semi-structured examination papers) For section A, write your answers in the appropriate spaces on the examination paper. For section B, answer booklets are provided. When you use an answer booklet, remember to write your name and session number on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.

Where an answer is required in a designated box you must write your answer in the box provided. If you are unable to complete your answer in the box, continue your answer in an answer booklet and write in the box that you have done so.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write, (refer to a dictionary), highlight questions (or use a calculator). You may now open your examination paper. Your reading time starts now.”

(Allow five minutes’ reading time.)

“Your reading time is over. You have (state time allowed) for this examination paper. You may start to write.

The time is (give the precise start time).”

During the examination

Make these announcements at appropriate times.

“The time remaining is 30 minutes.

The time remaining is five minutes. Please ensure you draw a line through any work that you do not wish to be marked.”

Ending the examination

“The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in any answer booklet(s) (and graph paper) used.

Make sure that both your session number and name are written on the front page of any answer booklet(s) (and graph paper) used.

Complete all details on your cover sheet if you have not already done so.

Make sure that your cover sheet is attached to the examination paper using a string tag. Attach any answer booklets (and graph paper) at the back.

Place your script on your desk/table with the cover sheet uppermost, ready for collection."

Multiple choice examination papers

Starting the examination

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notice to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulation.

Are the subject, level and language of your examination paper correct?

Check the details on your answer sheet. Please tell me if any of the details are not correct for this examination. (Allow time for the candidates to do this.)

Do you have everything you need for the examination?

Read the instructions on the answer sheet. (Allow time for the candidates to do this and give guidance, as appropriate.) Note that calculators are not allowed in multiple choice examinations.

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Does anyone have an examination paper that is incomplete?

Read all instructions and the questions themselves very carefully. Do you have any questions?

You have (state time allowed) for this examination paper. You may now start the examination.

The time is (give the precise start time)."

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes.

The time remaining is five minutes."

Ending the examination

"The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Place your answer sheet and examination paper on your table/desk with the front page(s) uppermost, ready for collection."



18 Emergency situations, candidate illness and examination interruptions

18.1 Emergency situations or unforeseen events may cause disruption to IB examinations. These may include:

- Natural disasters such as earthquakes, hurricanes, floods, etc.
- Power outages or technical failures during the examination session.
- School closures or cancellations due to health concerns or other emergencies.
- Acts of terrorism or civil unrest forcing school closures.

This section provides guidance on what action can be taken if an emergency situation or unforeseen circumstance arises during the examination session.

If the event is not referred to below, contact IB Answers immediately to ask for advice on how to proceed. Full information on the adverse circumstances policy can be found in the *Handbook of Procedures for the Diploma Programme* and the *General Regulations: Diploma Programme*.

Illness/injury

18.2 Candidate's illnesses, accidents and injuries during the examination period should be reported to the Assessment Division, IB Global Centre, Cardiff, using the form *Candidate(s) affected by adverse circumstances (D2)*. All forms must be received within ten days of the candidate's final examination.

The information below provides guidance for IB Coordinators/invigilators. If specific advice on an individual candidate's circumstances are required, please contact IB Answers.

- If a candidate is able to attempt an examination, rest breaks can be given at the discretion of the coordinator. The examination can also be administered in a separate room.
- If appropriate to the circumstances and at the discretion of the coordinator, an examination can be administered to a candidate in an alternative location (for example, at home or in the hospital environment). All regulations regarding administering examinations must be observed.
- If a candidate has sustained a physical injury that prevents them from writing their answers in the usual way, the coordinator may either allow the candidate the use of a word processor/ scribe or 25% additional time, depending on the circumstances. Any arrangements given must be reported to the Assessment Division via the *Candidates affected by adverse circumstances* form (D2).
- If a candidate is absent from an examination, send the individual coversheet (marked as absent) to the scanning centre as usual. Report the absence via the *Candidates affected by adverse circumstances* form (D2).

Power failure

18.3 If there is insufficient light to continue, the examination should be stopped. If the power failure is likely to be for a short period, the candidates should remain in their seats, without talking, until the examination can resume. The full time should be given for the examination.

18.4 If the power failure is likely to be for a long or indeterminate period, the examination should be suspended and rescheduled for the earliest possible time and date. You will be required to send a report to the Assessment Division about the circumstances of the rescheduling, indicating the time and date when the examination was taken. The final award committee will determine whether the candidates can be issued grades that include the marks from the examination concerned.

Candidates' questions

18.5 If a candidate has difficulty understanding the information on the examination paper, suspects there is an error in the paper or has any subject-specific queries, advise the candidate to attempt the paper or question according to the instructions. Candidates must be left to interpret questions in examination papers for themselves.

Do not:

- provide what you consider to be the correct explanation
- suggest an alternative interpretation
- ask a candidate to ignore an instruction.

18.6 Report the query to IB Answers by email immediately after the examination. Also ensure the query is reported to the Assessment Division on the form provided on the *Online Curriculum Centre (OCC)* for teachers' feedback on the examination papers. If an error on the examination paper is confirmed, the consequences for all candidates will be considered.

Evacuation of the examination room

18.7 In an emergency (for example, a fire alarm, bomb alert or natural disaster), it may be necessary to evacuate the examination room. The action taken will depend on the circumstances and is therefore left to the discretion of the coordinator. However, the following procedure is advised.

- Instruct the candidates not to communicate and then ask them to turn their scripts over so they cannot be read. Record the time when the examination was stopped.
- Evacuate the room and remind the candidates not to communicate with each other.

18.8 If candidates are able to return to complete the examination, record the time when the examination recommenced and allow the full time. If appropriate and the circumstances allow, the coordinator may take the examination material to an alternative location and continue. Candidates must be instructed not to communicate with each other during this time.

18.9 If the examination has begun (candidates have seen the content of the paper) and the candidates are not able to return after the evacuation to complete the examination, collect the candidates' scripts and submit for assessment as usual. Using the form *Candidate(s) affected by adverse circumstances (D2)*, email a full report to the Assessment Division immediately after the examination.

18.10 If the examination has not begun (candidates have not seen the content of the paper) and candidates are not able to return after the evacuation, reschedule the examination to the earliest possible time and date and then inform IB Answers that you have done so. You will be required to send a report to the IB about the circumstances of the rescheduling, indicating the time and date when the examination was taken.

Examination cannot be held at the scheduled time

18.11 If an examination cannot be held at the scheduled time, owing to emergency/ unforeseen circumstances such as civil unrest or a natural disaster, contact IB Answers for specific advice on how to proceed.

If the situation has arisen immediately prior to the examination, reschedule the examination for the earliest possible time and date and then inform IB Answers that you have done so. You will be required to send a report to the Assessment Division about the circumstances of the rescheduling, indicating the time and date when the examination was taken.

18.12 An examination may only be rescheduled without authorization from the Assessment Division in an extreme emergency. Circumstances that constitute an emergency are normally confined to situations that present a clear threat to the safety and well-being of the candidates and teachers.

Late arrivals - less than 60 minutes

18.13 During the first 60 minutes of an examination the coordinator/invigilator may allow late arrivals into the examination room to take the examination, regardless of the reason why a candidate is late. Direct such candidates to their seats with the minimum of disturbance to other candidates. The candidate may be allowed the full time for their examination if there are adequate arrangements for supervision. Whether a late arrival is allowed into an examination is entirely at the discretion of the coordinator.

The poster *Conduct of the examinations: notice to candidates*, advises candidates that they must arrive on-time for their examinations. This is not a contradiction of the paragraph above. The statement on the poster is to prevent candidates from assuming they are able to arrive for an examination whenever they wish during the first 60 minutes. Clearly this would be very disruptive for coordinators and invigilators.

Late arrivals - after 60 minutes – no acceptable reason

18.14 If there is no acceptable reason for lateness, the candidate must not be allowed into the examination, neither can the examination be rescheduled for a later time. Reasons that are not acceptable are circumstances reasonably within the control of the candidate, such as misreading/misunderstanding the examination timetable or oversleeping. The candidate must be shown as absent from the examination on the answer cover sheet. The candidate will not be eligible for the award of a grade in the subject concerned.

Late arrivals – after 60 minutes - acceptable reason

18.15 If there is an acceptable reason for lateness, at the discretion of the coordinator the candidate may be allowed into the examination and given the full time for the examination. Direct such candidates to their seats with the minimum of disturbance to other candidates. Acceptable reasons normally arise from circumstances beyond the control of the candidate (for example, civil unrest, road accident). The IB reserves the right to ultimately determine what constitutes an acceptable reason, and may overrule the decision of the coordinator.

18.16 If the candidate arrives after other candidates in the group have completed the examination, the examination must be taken as soon as possible on the scheduled date. It is likely that the candidate will be issued a grade for the subject and level concerned, provided there has been no compromise to the security of the examination. Whether to allow the examination in these circumstances is left to the discretion of the coordinator. However, no assumption should be made either by the coordinator or candidate that a grade will necessarily be issued.

18.17 The session number and name of the candidate, time of arrival, and the exceptional circumstances causing the late arrival, must be reported to the Assessment Division using the email link *Adverse circumstances* under **Contact us** on IBIS immediately after the examination. If there has been a possible breach in the security of the examination, this must also be reported. A decision on whether or not to award a grade in such circumstances will be taken by the final award committee.

Academic misconduct

18.18 An act of misconduct by a candidate in relation to the examinations must be reported to the Assessment Division using the email link *Academic honesty issues* under **Contact us** on IBIS without delay. Academic misconduct constitutes a breach of regulations that, if confirmed by the final award committee, will result in no grade being awarded in the subject and level concerned.

The following actions are examples of misconduct relating to the written examinations:

- stealing examination papers
- failing to obey the instructions of the coordinator/invigilator
- communicating with another candidate
- helping or receiving help from another candidate
- impersonating another candidate
- possession of unauthorized material
- consulting material outside the examination room during a period of absence
- behaving in a way that may disrupt the examination or distract other candidates
- submitting work for assessment that is not authentic
- removing or attempting to remove from the examination room examination material, such as answer booklets or examination papers
- leaving the examination room without permission
- continuing to answer an examination paper when told to stop by an invigilator or the coordinator
- discussing the content of any examination paper with any person outside their immediate cohort within 24 hours after an examination ending
- attempting to either gain or solicit information about the content of an examination within 24 hours of the examination ending

18.19 The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is deliberately interfering with the proper conduct of the examinations.

18.20 A candidate should not be expelled from the examination room solely on the basis of observed or suspected misconduct. If practical, the candidate should be discreetly cautioned but allowed to complete the examination. However, to avoid disturbing other candidates, it is acceptable to raise the matter with the candidate concerned at the end of the examination. This excludes disruptive behaviour, which must be stopped immediately.

18.21 When reporting a case of alleged academic misconduct the coordinator must provide:

- a copy of the record of events kept during the examination
- a seating plan
- a statement from each of the invigilators of the examination and any other staff concerned
- a statement from the candidate(s) that addresses the allegation of misconduct
- a photograph of any unauthorized material brought into the examination room.

The report must not offer an opinion on the likely penalty that should be imposed by the final award committee if academic misconduct is established.

18.22 Coordinators must inform the head of school that a case of misconduct is being reported to the Assessment Division. The report should not be copied to the regional office.

18.23 A case of alleged misconduct must not be reported to an examiner. The candidate's script must be sent to the address notified on IBIS with the scripts of other candidates without any reference to the incident.

19 After candidates have left the examination room

Multiple choice answer sheets

19.1 Arrange the multiple choice answer sheets in numerical candidate order according to the session numbers, including any answer sheets for candidates who were absent. They must not be photocopied.

19.2 Before leaving the examination room:

- place the candidates' answer sheets in a plastic envelope with the Assessment Division, IB Global Centre, Cardiff address (use separate envelopes for each subject, level and paper)
- protect the answer sheets with stiff card to guard against damage in the post
- seal the envelope.

All other scripts

19.3 Arrange the candidates' scripts (each with the answer cover sheet attached to the front) in numerical candidate order according to the session numbers. Do not photocopy them. Check that there is an answer cover sheet and script for each candidate who was present for the examination and include any cover sheets for candidates who were absent, ensuring that a cross has been written in the absence box.



19.4 Before leaving the examination room place the candidates' answer cover sheets/scripts in an unaddressed plastic envelope provided by the Assessment Division (use separate envelopes for each subject, level and paper), and then seal the envelope. Do not enclose a copy of the examination paper.

19.5 After placing candidates' examination scripts in an envelope provided by the IB, please write on the back of the envelope (using indelible ink) the number of scripts contained within the envelope. (The scripts can be sorted and processed more efficiently if it is known how many scripts each envelope contains without having to open the envelope.) Where possible, please include at least twenty scripts in each envelope.

Examination question papers and stationery

19.6 Lock up the examination papers and remaining stationery in a secure place (except those papers on which candidates have written their answers because these will be sent for marking). Also ensure that candidates do not have access to examination stationery, such as answer booklets and graph paper, until the next examination. Similarly, examination stationery such as answer paper or graph paper must not be used by teachers, the coordinator or any other person for any purpose. For reasons of security, examination stationery must only be used by candidates in IB examinations.

19.7 No earlier than 24 hours after an examination, the paper for that examination must be made available to the appropriate subject teacher(s). This is necessary so that the teacher(s) concerned can review the paper and submit their feedback to the Assessment Division using the appropriate form on the *Online Curriculum Centre (OCC)*.

20 Mailing candidates' examination scripts

20.1 The coordinator must refer to the *Handbook of procedures for the Diploma Programme* for general information about mailing examination material. In addition to this information the following points refer specifically to scripts.

- Do not photocopy scripts before mailing them. Similarly, do not photocopy the completed multiple choice answer sheets before sending them to the Assessment Division, IB Global Centre, Cardiff.
- Ensure that each envelope is sealed and sent to the address notified on IBIS within 24 hours after the examination. Use a separate envelope for each subject, level and paper.
- After placing candidates' examination scripts in an envelope provided by the IB, write on the back of the envelope (using indelible ink) the number of scripts contained within the envelope, which should be at least 20 scripts, where possible.
- If two or more envelopes containing scripts for the same subject/level are being sent to the same location it is recommended that they are sent separately in case the package is mislaid in the post. This includes examination material sent by courier.
- Use a means of delivery that is fast, secure and traceable. The scripts must arrive at the address specified on IBIS no later than seven days after the examination.

21 Teachers' feedback on examination papers (G2 form)

21.1 Teachers must be encouraged to submit their comments on the examination papers to the Assessment Division, IB Global Centre, Cardiff, using the G2 form on the online curriculum centre (OCC). The G2 form is available on each subject page via a link in the left hand column. All comments are carefully considered during the appropriate grade award meeting and are also useful for teams preparing future papers.

21.2 All comments must be submitted to the Assessment Division (using the G2 form) no more than 28 days after the examination, otherwise they cannot be considered at the relevant grade award meeting.

21.3 A general response to teachers' comments is provided by the relevant subject report for the session. It is not possible for the Assessment Division to acknowledge receipt of the forms, or to respond to an individual teacher's comments.

Publications

Below is a useful reference list of publications that are required or recommended for the administration of the examinations.

| Publication name | Location |
|---|--------------------------------|
| <i>Conduct of the examinations: Notice to candidates</i> (poster) | Examination stationery mailing |
| <i>Conduct of the examinations: Items not permitted</i> (poster) | Examination stationery mailing |
| <i>2017 Handbook of procedures for the Diploma Programme</i> | IBIS/Online curriculum centre |
| <i>Candidates with assessment access requirements guide</i> | IBIS/Online curriculum centre |
| <i>Academic honesty guide</i> | IBIS/Online curriculum centre |
| <i>Use of calculators in examinations 2017</i> | IBIS/Online curriculum centre |

Contacts

| Requirement | Contact | Method |
|-----------------------|-----------------------|---|
| Adverse circumstances | Adverse circumstances | send form <i>candidates affected by adverse circumstances</i> via appropriate Contact us link on IBIS |
| Misconduct | Academic honesty | via appropriate Contact us link on IBIS |
| General inquiries | IB Answers | ibid@ibo.org |
| Emergency contact | IB Answers | UK: + 44 29 2054 7740 Switzerland: + 41 22 309 2515 Singapore: + 65 6579 5055 US: + 1 301 202 3025 The Hague: +31 70 352 6055 Buenos Aires: +54 11 6090 8625 |